

LOWER PAXTON TOWNSHIP
BOARD OF SUPERVISORS

Minutes of Board Meeting held November 16, 2010

A business meeting of the Board of Supervisors of Lower Paxton Township was called to order at 7:30 p.m. by Vice Chairman William C. Seeds, Sr., on the above date in the Lower Paxton Township Municipal Center, 425 Prince Street, Harrisburg, Pennsylvania.

Supervisors present in addition to Mr. Seeds were: Gary A. Crissman, and David B. Blain.

Also in attendance were George Wolfe, Township Manager; Steven Stine, Township Solicitor; David J. Johnson, Public Safety Director; Officer John Stoner; and Watson Fisher and Ted Robertson, SWAN.

Pledge of Allegiance

Mr. Blain and the attending Cub Scouts from Troop 23 led in the recitation of the Pledge of Allegiance.

Approval of Minutes

Mr. Crissman made a motion to approve the minutes of the September 14, 2010 workshop meeting, and the minutes of the October 26, 2010 budget workshop meeting. Mr. Blain seconded the motion. Mr. Seeds called for a voice vote, and the minutes were unanimously approved.

Public Comment

Mr. John Trish, 600 Prince Street, noted that he read an article in The Patriot-News that the budget proposal will be advertised for public comment and a decision will be made in early December whether or not to finalize the budget with a tax increase. Mr. Trish questioned when the meetings would be held for budget hearings. Mr. Wolfe noted that the budget is available for

public inspection at this point, and the Township is mandated by law to advertise this. He noted that a copy of the budget could be obtained from the Municipal Center. Mr. Trish questioned if it was available online. Mr. Wolfe noted that it is not available online, and that he could only speak for the legal ad and not for what was written by a reporter in the newspaper.

Mr. Trish noted that there was no announcement of discussions for the budget, and reading about a tax increase in the paper is not great. Mr. Wolfe noted that he did not write the newspaper article, and explained that there is no budget hearing. He explained that the budget has been prepared in public session by the Board of Supervisors and the next budget workshop meeting will be held on Tuesday, November 23rd immediately following the Sewer Authority meeting that starts at 6 p.m. He explained that typically the Board of Supervisors will adopt the budget at their business meeting on December 21st. Mr. Trish noted that it seems that he has been unable to attend the budget meeting and he will make a point to be in attendance at the next meeting.

Mr. Trish questioned if the Board discuss increasing fees for seniors at the Friendship Center at the meeting held last Tuesday. Mr. Wolfe noted that it was not discussed at that particular meeting. Mr. Trish questioned if the Board discussed cutting a police officer at that meeting. Mr. Wolfe answered that it did not. Mr. Trish questioned if anyone in the Township discussed any of these issues. Mr. Wolfe answered that they were items discussed during previous budget meetings, but they have not been implemented. He noted that the Board viewed a draft budget of the General Fund last Tuesday night and those items were not discussed and those... Mr. Trish noted that the items were not discussed but they are in there somewhere. Mr. Wolfe answered that those items are part of the budget at this point. Mr. Trish questioned if the fireworks were discussed. Mr. Wolfe explained that the fireworks were discussed on Tuesday

night, but no decision was made. Mr. Trish questioned if property tax increases have been discussed. Mr. Wolfe answered that property tax increases have been discussed in general terms.

Mr. Crissman noted that these items have been part of the Board's discussion since early August, and the Board has been working on the budget since that period of time. He noted that those issues have been discussed during different budget meetings, and during last Tuesday night's meeting the Board was looking at the available funds as it is getting closer to setting a budget. He noted that the Board is looking at what is needed to be done to balance a budget, and nothing is fixed at this time. He explained that the numbers mentioned in the paper were part of a discussion but nothing has been determined at this time. He noted that these items will again be discussed next Tuesday night during the budget workshop meeting. He noted that the Board has been sharing this information with the community during the workshop meetings. Mr. Trish noted that he has never been to a workshop meeting and he stated that he did not know he was permitted to attend the workshop sessions. Mr. Crissman noted that the workshop meetings are always open to the public. Mr. Trish noted that the Board will now see more of him in the future.

Mr. Trish noted by reading the article in the paper and not attending any of the budget workshop sessions, he would not know that the Board is deliberating the cut a police officer. Mr. Wolfe noted that the Board is not deliberating to cut a police officer at this point. Mr. Trish noted that there was just an election held where many people were bumped out because they raised taxes.

Mr. Crissman noted that this Board is very open with its community and that is why the discussions have been ongoing since August and they are always open to the public. Mr. Trish noted that it has never been discussed during a televised meeting. Mr. Crissman noted that it is

done in the workshop session and not during a business meeting. He noted that the Board did not write the newspaper article.

Mr. Blain explained that the televised meetings are business meetings, and action is taken during the business meetings, noting that the budget is not ready for adoption at this time, and that is why it is discussed at a workshop level. He noted that nothing is being hidden and all workshop sessions are open to the public. Mr. Trish noted, if the Board is considering in the budget process, noting that the Friendship Center is one of Mr. Crissman's favorite areas, that it may increase the fees for people who use the facility, it is something that should be discussed in the public. Mr. Crissman answered that it is discussed in the public but during a workshop session. Mr. Trish noted that it should be part of Mr. Wolfe's Manager's Report, or maybe he is wrong. He noted that now Mr. Crissman is telling him that what he read in the paper is not correct. Mr. Crissman answered that is not what he is saying, he is simply saying that the Township did not write the article and what you read and interpret from the newspaper may or may not be accurate. He noted that when you read something you need to go to the source to find out what is the reality, and the reality is that the Board has not made a decision on what the increase may or may not be.

Mr. Blain noted that he was not at last Tuesday's meeting and when he came back from vacation and read the article that stated that the Board was looking at a 20% tax increase, he immediately call Mr. Wolfe and asked him where this was come from, noting that prior to his leaving for vacation, no discussions were held regarding increasing the taxes 20%.

Mr. Trish noted that the newspaper article states that budget cuts for 2011 were discussed on Tuesday, and a tax increase of just under 20% may be the only option left to the Supervisors who discussed possible budget cuts for 2011. He noted that he can only go by what he reads in

the paper. Mr. Seeds questioned Mr. Trish if he had a specific comment in regards to the budget. Mr. Trish questioned if there would be a date advertised.... Mr. Seeds noted that next Tuesday the Board will conduct a special meeting after the Sewer Authority meeting to deal with the budget and the public is invited to attend. Mr. Trish noted that his comment is basically “cut”. Mr. Crissman noted that he wanted Mr. Trish to understand, as well as the community at home, that the budget process is not a closed door process and it has been ongoing in open workshops with the community always able to watch and participate in the process. He noted that he did not want the viewing public to get the wrong perception based upon Mr. Trish’s comments.

Chairman & Board Members’ Comments

No comments were presented.

Police Department Certificate of Appreciation

Mr. Seeds invited Public Safety Director Johnson to make the introduction. Mr. Johnson explained that the Police Department has been sponsoring National Night Out for many years and this is the first time it was held at the Thomas B. George Jr. Park. He noted in order to put on an event like this, members of the three Fire Departments, South Central Emergency Medical Services, and many volunteers from the community helped to make it happen. He noted that Officer Stoner would like to acknowledge a special group that assisted at the event.

Officer John Stoner noted that this year's Lower Paxton Township Night Out for Public Safety was a huge success with attendance estimated at being even greater than in previous years. He noted with this being the first year where the event was held at Thomas B. George Park, there were additional responsibilities that needed to be addressed due to the larger venue involved. He noted that one of these responsibilities was that of trash collection and general clean-up duties, and six young ladies volunteered to assist to performed this task throughout the

evening, with great enthusiasm which resulted in a safe, clean environment for visitors to mingle and take full advantage of all that was being offered. He noted that the Police Department would like to take this opportunity to recognize these outstanding young ladies and to thank them for contributing their efforts to this year's event. The names of those involved were: Abbey Smith, Callie Morton, Christina McCartney, Jessie Peske, Madison Coleman, and Rachel Smith.

Mr. Seeds called the recipients to come forward to receive their certificates. He noted that the six girls are cheerleaders for the Holy Name of Jesus School. Mr. Blain suggested that the girls could give a cheer for their school. At this time the six girls did a short cheerleading routine. Mr. Seeds thanked the girls for their presentation.

Mr. Seeds then introduced the Cub Scouts from Troop 23, from St. Catherine Labouré Church, who are working on their Wolfe Pack Badge. He introduced nine members from the Troop as well as their two den leaders.

Manager's Report

Mr. Wolfe noted it is the time of the year for citizens who may be interested in providing service to Lower Paxton Township on one of the many boards and commissions that assist the Township Supervisors. He noted if anyone is interested in applying, an application is available on the Township website or at the Municipal Center. He noted that there could be vacancies on the Planning Commission, Zoning Hearing Board, Parks and Recreation Board, Arts Council, Shade Tree Commission, Recycling Committee, Friendship Center Operating Board and Public Safety Committee. He noted that applications are accepted by the Board until the end of the year and appointments are normally made at the annual organization meeting of the Board of Supervisors held the first Monday in January.

Mr. Wolfe noted the Annual Holiday Tree Lighting Ceremony will be held at the Friendship Center on Friday December 3, 2010 at 7 p.m. He noted a sing along will be provided by the Lower Paxton Township Variety Band. He noted that door prizes, refreshments, and a visit from Santa Claus transported by means of a fire truck are planned.

Mr. Wolfe noted that the Breakfast with Santa event will be held on Saturday, December 11, 2010 at 9 a.m. at a cost of \$7 per person. Pre-registration is required by contacting the Friendship Center.

OLD BUSINESS

Resolution 10-31; authorizing advertisement of the intention to appoint Zelenkofske Axelrod, LLC to perform municipal audits for the 2010 fiscal year

Mr. Wolfe noted, in accordance with the Second Class Township Code, the Board must advertise its intention to hire a certified public accountant to perform the audit of the Township for the 2010 fiscal year as opposed to using the Township's elected auditors. He noted that this resolution has been prepared to indicate that the Board intends to retain Zelenkofske Axelrod, LLC, to perform the audits of Lower Paxton Township, Friendship Center, and Lower Paxton Township Authority in the amount of \$33, 075.00. Mr. Seeds noted that it is less than what was paid last year, by roughly \$4,000.

Mr. Blain made a motion to approve Resolution 10-31; authorizing the advertisement of the intention to appoint Zelenkofske Axelrod, LLC, to audit the municipal accounts for the fiscal year 2010 in the amount of \$33,075. Mr. Crissman seconded the motion. Mr. Seeds called for a voice vote, and a unanimous voted followed.

NEW BUSINESS

Action on Supplement F to the agreement between the Township and Arora and Associates, P.C. for engineering services relative to Linglestown Corridor Improvements

Mr. Wolfe noted that Supplement F is a request for payment from Arora and Associates, P.C., in the amount of \$30,199.62 to provide for the review of shop drawings submitted by the Village of Linglestown contractor, attendance at bi-weekly construction projects, attendance at the Village of Linglestown Committee meetings, and plan interpretation and alternate designs during construction. He noted that the Township is a party to the contract for this work along with PENNDOT, and the Township's share of the overall project is 20%. He noted upon Board acceptance of Supplement F, it must be submitted to PENNDOT for their review and acceptance. He noted that it is staff's recommendation to accept Supplement F and authorize the transmission to PENNDOT for their review and approval.

Mr. Crissman made a approve Supplement F to the agreement between the Township and Arora and Associates, P.C., for engineering services relative to the Linglestown Corridor Improvements in the amount of \$30,199.62. Mr. Blain seconded the motion. Mr. Seeds called for a voice vote, and a unanimous vote followed.

Action on the Municipal Planning Advisory Service Agreement for 2011 with the Dauphin County Planning Commission

Mr. Wolfe explained that each year the Township enters into an agreement with the Dauphin County Planning Commission noting that the Commission provides service to the Township's Planning Commission on planning items, to include the review of Subdivision and Land Development plans, review of amendments to the Township's Zoning Ordinance and Subdivision and Land Development Ordinance, and other municipal planning codes. He noted that a complete list of services is provided within the agreement.

Mr. Wolfe explained that the Dauphin County Board of Commissioners allocates \$1,250 for each municipality, and costs over and above that amount are then paid by the municipality. He noted that typically, the Township pays under \$1,000 per year in additional services. He noted that it is staff's recommendation to accept the 2011 Municipal Planning Advisory Service Agreement with the Dauphin County Planning Commission. Mr. Seeds noted that the fee is not \$1,250. Mr. Wolfe explained that the County allocates that amount for each municipality and then the Township pays for services over that amount. Mr. Seeds noted that it is a good service for the Township.

Mr. Crissman made a motion to approve the 2011 Municipal Planning Advisory Service Agreement with the Dauphin County Planning Commission. Mr. Blain seconded the motion. Mr. Seeds called for a voice vote, and a unanimous vote followed.

Resolution 10-30; authorizing destruction of specific municipal records

Mr. Wolfe noted in accordance with the Township's policy on retention and disposal of public records, staff has prepared a list of records that are no longer necessary to keep in accordance with the retention scheduled mandated by the Pennsylvania Historical Museum Commission. He noted that this resolution requests Board permission to destroy the items listed in Appendix A attached to the resolution. Mr. Seeds noted that the Board does this every year. Mr. Wolfe noted that the Board approves destruction of records multiple times in a year.

Mr. Seeds had a question in regard to the retention period. He noted that it list various years. Mr. Wolfe explained that the State requires that documents must be kept for a certain period of time before they can be destroyed. He noted for some records it is one year, and for others it is several years, and some documents can never be destroyed.

Mr. Crissman made a motion to approve Resolution 10-30; authorizing the destruction of specific municipal records as listed in Appendix A. Mr. Blain seconded the motion. Mr. Seeds called for a voice vote, and a unanimous vote followed.

IMPROVEMENT GUARANTEES

Mr. Seeds noted that there were no improvement guarantees.

Payment of Bills

Mr. Blain made a motion to pay the bills of Lower Paxton Township and Lower Paxton Township Authority. Mr. Crissman seconded the motion. Mr. Seeds called for a voice vote, and a unanimous vote followed.

Announcements

Mr. Seeds noted that there was a Boy Scout in the audience and he requested him to come forward and identify himself. Mr. Brandon Fuller explained that he was from Troop 11, United Church of Christ, and that he was working on his Citizenship in the World Badge. He noted that he was accompanied by his mother, Sandra Fuller.

Adjournment

There being no further business, Mr. Crissman made a motion to adjourn the meeting. Mr. Blain seconded the motion, and the meeting adjourned at 8:07 p.m.

Respectfully submitted,

Maureen Heberle
Recording Secretary

Approved by,

Gary A. Crissman
Township Secretary